

Moving your Data

The ability to manipulate your data is crucial when building worksheets and workbooks. To work with your data efficiently, you should know how to manipulate the data in a worksheet. We will cover the Cut, Copy and Paste functions; how to insert and delete cells, rows, and columns; how to use Paste Special; how to drag and drop cells; and how to use the Undo, Redo, and Repeat features.

This lesson contains a number of important features available when working with spreadsheets, so take your time. After completing this lesson, you will have the necessary skills to take on the data in a wide variety of spreadsheets!

Dragging and Dropping Cells

Dragging and dropping cells is easy. First, select a cell by clicking on it, thereby making it the active cell:

	A
1	Values
2	100
3	200
4	300
5	400

Now move your mouse pointer over one edge of the active cell border. The mouse pointer will turn into a four-headed arrow:



Click and drag the cell contents to a new location. Release the mouse button to drop the cell in its new location:

	A	B	C	D	E
1	Values				
2	100				
3	200				
4	300				
5	400				

D3

You can click and drag multiple cells in the same way: select a block of cells and then click and drag them around your worksheet by dragging the border.

You can drag and drop cells pretty much anywhere in the worksheet. If you drag a cell with a formula, the formula will move to the place you drop it. If you drag a cell that is referenced in a formula (a single cell, or a selection of cells) all formulas that reference the cell will be adjusted to reference the new location.

Be careful when dragging and dropping cells in a worksheet. It is easy to drag and drop cells by mistake when trying to perform other operations. Use the Undo command to move things back.

How to Cut, Copy, and Paste Cells

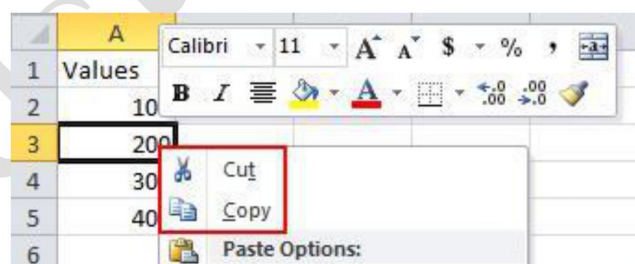
To be able to move your data effectively, you must know how to cut, copy, and paste cells. The Cut, Copy, and Paste commands are almost universal throughout the computing world, and are usually some of the first commands novice computer users will use on a regular basis. Because these three operations are so common, we end up with several ways of doing the same thing.

Our advice is to learn the keyboard shortcuts (below) as soon as you can, because these keyboard shortcuts are used in nearly every computer program.

- Cut** (Ctrl + X) will remove the source data and store it in the computer's memory.
- Copy** (Ctrl + C) will make a copy of the source data and store it in the computer's memory, leaving the source data untouched.
- Paste** (Ctrl + V) will put the cut or copied data into a new location specified by the user.

Usually, cut items can be pasted only once and copied items can be pasted multiple times.

To **cut** a cell, right-click the cell and select Cut from the drop down menu or press Ctrl + X. To **copy** a cell, right-click the cell and select Copy or press Ctrl + C:



Either method will surround the cell with a flashing border. You can then paste cut/copied data in one of two ways: by using the **right-click menu**, or choosing a destination cell and pressing **Ctrl + V**.

How to Cut, Copy, and Paste Multiple Cells

Cutting, copying, and pasting works the same way with single or multiple cells. The important difference is that you must select a range of cells first. When you have made your selection, use the keyboard shortcuts or right-click menu to Cut/Copy the cells. The cut/copied data will be surrounded by a flashing border:

	A
1	Values
2	100
3	200
4	300
5	400
6	

Next, select a destination cell and press Ctrl + V or right-click → Paste. This will be the top leftmost cell for the pasted data:

	A	B	C	D
1	Values			
2	100			
3	200			
4	300		100	
5	400		200	
6			300	
7			400	
8				

(Ctrl) ▾

Notice the small notification that appears beside the pasted data. This outlines various paste options, which we will explore next.

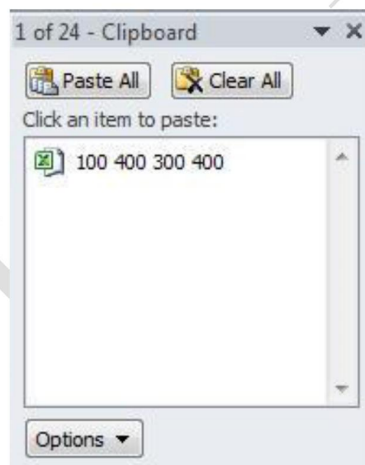
Using the Clipboard

We know that Cut/Copied information is saved in the computer until it is pasted. The area of memory used to store these items is called the **clipboard**. Normally, only one item at a time is remembered. But Office 2010 lets you view and store up to 24 different items on the clipboard.

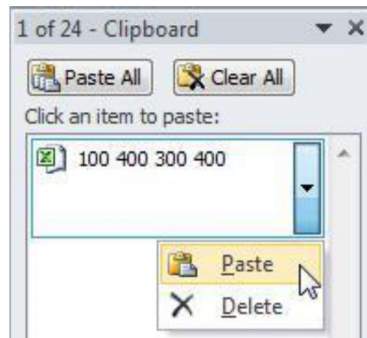
To view the clipboard and its contents, click Home → Clipboard option button:



This will open the Clipboard Task Pane on the left-hand side of your screen:



Anything that has been cut or copied (including most items cut/copied in something other than the Office 2010 suite of programs) will be listed here, with the most recently cut/copied items on the top. To use items in the clipboard, click the pull-down arrow and select Paste:



Using Paste Special

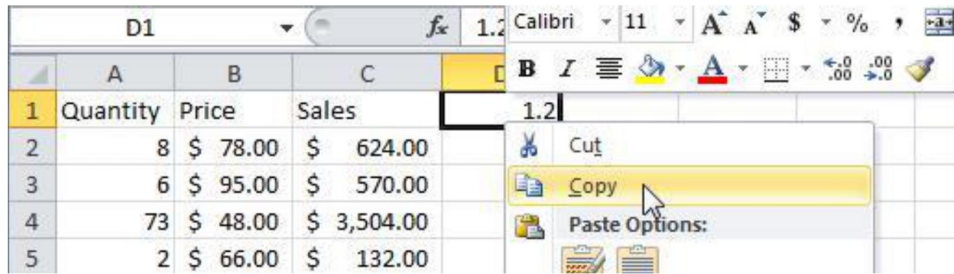
Paste Special is a very useful Excel feature. You can use this command to perform a lot of operations that might be tedious to perform using other Excel tools. Paste Special does indeed paste data, but it also allows you to perform operations on the destination cells using the pasted data.

Consider the following worksheet. It lists quantities in column A, prices in column B, and sales (A*B) in column C:

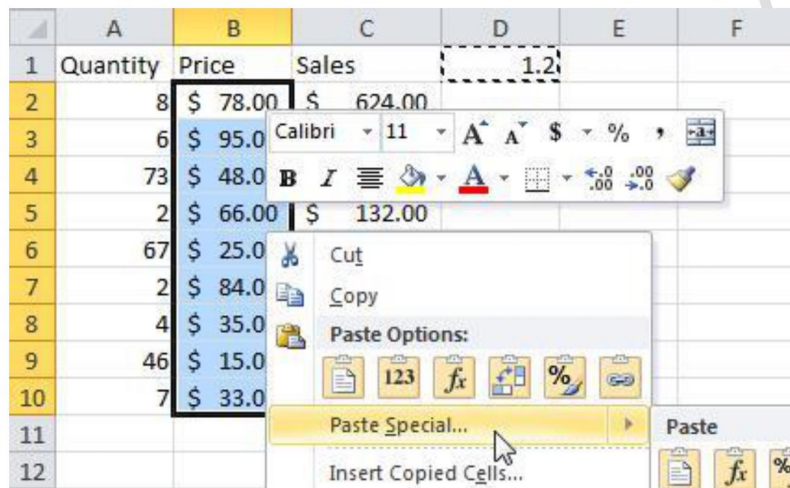
	A	B	C
1	Quantity	Price	Sales
2	8	\$ 78.00	\$ 624.00
3	6	\$ 95.00	\$ 570.00
4	73	\$ 48.00	\$ 3,504.00
5	2	\$ 66.00	\$ 132.00
6	67	\$ 25.00	\$ 1,675.00
7	2	\$ 84.00	\$ 168.00
8	4	\$ 35.00	\$ 140.00
9	46	\$ 15.00	\$ 690.00
10	7	\$ 33.00	\$ 231.00

Suppose that all prices are to be raised by 20%. You can manually enter the new prices, use a formula in a new column to calculate the prices, or you can use Paste Special.

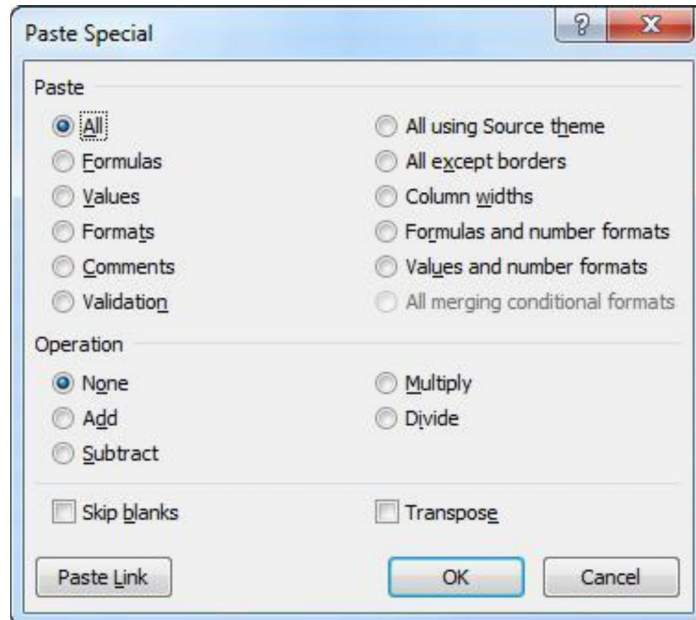
To use Paste Special in this situation, enter the value 1.2 (the numerical equivalent of 120%) in cell D1, then right-click D1 and choose Copy:



Next, select the prices in column B. Right-click on the selected area and choose Paste Special (ignore the Paste Options submenu that appears):

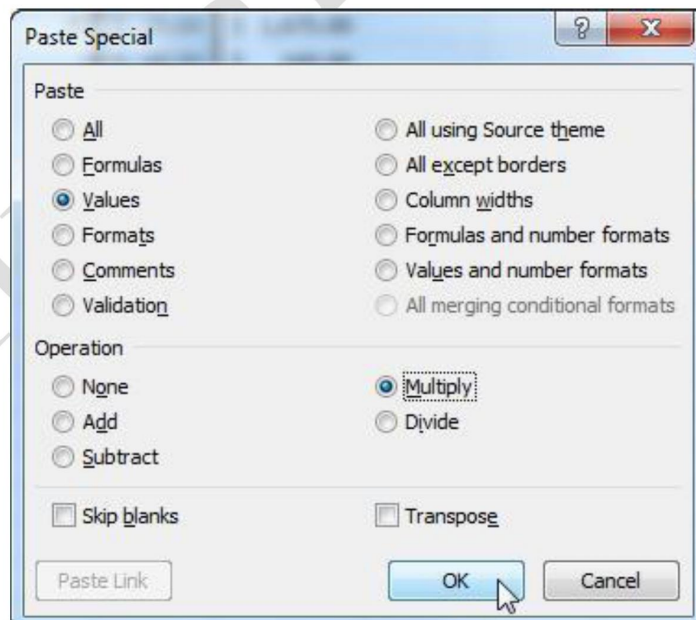


This will display the Paste Special dialog box:



There are a number of options in the Paste Special dialog box that you can choose from. To increase the prices in the selected range by 20%, we want to multiply each price in the selected range by 1.2.

Select the Values and Multiply radio buttons and then click OK:



The prices have now been increased by 20%, and Sales have increased as well, taking the new prices into account. The currency formatting applied to column B also remains:

	A	B	C	D
1	Quantity	Price	Sales	1.2
2	8	\$ 93.60	\$ 748.80	
3	6	\$ 114.00	\$ 684.00	
4	73	\$ 57.60	\$ 4,204.80	
5	2	\$ 79.20	\$ 158.40	
6	67	\$ 30.00	\$ 2,010.00	
7	2	\$ 100.80	\$ 201.60	
8	4	\$ 42.00	\$ 168.00	
9	46	\$ 18.00	\$ 828.00	
10	7	\$ 39.60	\$ 277.20	
11				
12				

The Paste Special dialog box defaults to paste **all** source information (1.2 in this example). If the All radio button (in the Paste Special dialog box) was left selected, the same operation would have occurred, but the currency formatting applied to column B would have been stripped away:

Quantity	Price	Sales
8	93.6	\$ 748.80
6	114	\$ 684.00

The end result is still mathematically correct, but you would have to reapply the currency formatting.

Like the regular copy and paste operation, you can use single or multiple items with Paste Special. You can copy and Paste Special a single item to a single cell, a single item to multiple cells, and multiple items to multiple cells. With Paste Special you can choose to add the copied value, subtract it, multiply it, or divide by selecting the appropriate radio button. You can also choose to paste only values, so a formula will not be copied but its result will.

Depending on what you want to do using Paste Special, you might have to experiment with some of the various settings in the Paste Special dialog box. If you make a mistake, you can use the Undo command to revert the changes and try something else. We will explore the Undo command later in this lesson.